

Board Room

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ST. ANDREW'S HOSPITAL,

NORTHAMPTON.

22 NOV

1883

REGULATIONS

TO BE OBSERVED BY

ATTENDANTS AND NURSES.

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REGULATIONS

FOR

ATTENDANTS & OTHER SERVANTS

AT

St. Andrew's Hospital, Northampton.

ATTENDANTS AND NURSES.

1.—The Attendants, Nurses and other Servants are required to yield the most strict, prompt, and constant obedience to the orders of the Officers of the Establishment, as set forth in the following Rules.

2.—They will perform their duties under the direction of the Chief Attendant or Chief Nurse, as the case may be, subject to the general control of the Superintendent.

3.—The whole time of the Day Attendants and Day Nurses is to be devoted to the care of the Patients and their respective apartments, from Six o'clock a.m. until Nine o'clock p.m.; meal times and times of recreation as hereinafter specified excepted.

4.—The duties of the Upper Attendants and Upper Nurses in each Ward relate most particularly to the personal charge of the Patients, and to everything appertaining to their food, clothing, occupation, amusement, and general conduct, and to the proper condition of every article necessary to their use; whilst those of the Under Attendants and Under Nurses in each Ward, consist chiefly in the proper care of the various apartments, and of their walls, windows, doors, floors, and furniture, and to the proper keeping and cleanliness of all the bedding, and of all the vessels and utensils used in them.—It must be borne in mind, however, that wherever work, of whatever kind, is most needed, the Attendants and Nurses of each class must be ready to attend to it.

5.—The Attendants and Nurses are to bear constantly in mind the importance and responsibility of the duties they have engaged to perform. They are to remember that the persons entrusted to their care are suffering from a disease which demands

their greatest sympathy and forbearance ; that not being responsible for their words or actions , they are involuntarily separated from their friends and homes ; and that much of their comfort and happiness, and in some measure their restoration to health, depend upon the manner in which the Attendants perform their duties ; that, however annoying the observations or the conduct of Patients may be, they must regard it as evidence of a disordered mind, and they must avoid any exhibition of anger or irritation, and endeavour to treat all with uniform kindness. They must remember that Patients will rather imitate the example of the Attendants than follow their instructions. It is necessary, therefore, that the example set by the latter should be one of order, quietness, punctuality, personal neatness, self control, and general propriety of behaviour.

6.—The Delusions or Peculiarities of Patients are on no account to be made the subject of jeering, mimicry, or merriment; when exhibited, they should endeavour to lead their attention to some other subject, or to engage them in some useful occupation or amusement, and there are few who may not be so engaged if their tastes are considered by the Attendants ; prevailing idleness and listlessness amongst Patients indicate carelessness and indifference on the part of the Attendants.

7.—They are to comply with such requests on the part of the Patients as are within reasonable bounds, and never to make a promise which it is known cannot be performed ; and they must studiously avoid all disrespectful or undue familiarity in their intercourse with the Patients.

8.—Special attention must be given to Patients who have a suicidal tendency, whose safety can only be secured by unceasing vigilance.

9.—No Patient is ever to be subjected to mechanical restraint, without the orders of the Superintendent.

10.—When a Patient is violent and cannot be controlled or calmed by gentle means, the Attendant or Nurse in charge of the Patient must summon the assistance of one or more other Attendants or Nurses, who are instantly to attend, and the

Patient must be put by them as quietly as possible into a single room and locked up. The window shutters must be closed, and if the Patient is destructive, his or her shoes must be taken off, and the bedding and other moveable articles must be removed from the room. The seclusion must be immediately reported to the Chief Attendant or Chief Nurse who will inform the Superintendent or, in his absence the Assistant Medical Officer. The state of the patient when in seclusion must be observed frequently, occasional attempts must be made to soothe those who are distressed when in seclusion ; and in the evening report of the Attendant or Nurse the name of the Patient secluded and the reason for, and duration of such seclusion must be specified.

11.—The Attendants and Nurses are required to report to the Chief Attendant or Chief Nurse who must at once inform the Superintendent any particular circumstance coming to their knowledge respecting any Patient under their charge, especially if such circumstance is connected with the state of the Patient's health, or manifests either any aggravation of mental derangement, or return of reason. In case of accident, or other injury, of sudden illness, or of death, the report must be made immediately.

12.—The Attendants and Nurses are expected to avoid and prevent every description of waste and negligence, whilst they must take care at the same time that every Patient is duly supplied with food, clothing, and other necessaries. If more of any article shall have been given out at any time than has been required, they must return it immediately to the person from whom it was received by them.

13.—At Meal times the tables are to be prepared with strict attention, to cleanliness, order, and regularity, and everything is to be ready before the Patients take their seats. Grace must be said when the Chaplain is not present by the Head Attendant of the Ward, before the Patients begin their meals, and before they leave the tables after meals. The utmost order is to be maintained. The Patients are not to be allowed to give their food to each other, or to remove any article from the table. Immediately after

Dinner the Knives are to be counted and carefully secured, and all utensils are to be restored to their places directly after use. Should any Patient be absent at Meal time, the Head Attendant of the Ward must immediately ascertain where such Patient is, and the cause of absence.

14.—The Attendants and Nurses only are to fetch Medicines, wine, spirits, or other stimulants into the Wards, and no medicine shall be given to any Patient unless specially prescribed by a Medical Officer.

15.—No Patient shall ever be indulged with extra food, beer, or other stimulants, without a written order of the Superintendent.

16.—When a Patient escapes in consequence of negligence, a proportion of the expenses of re-taking the Patient (to be determined by the Committee of Management) must be paid by the Attendant.

17.—Every Attendant, Nurse, and Servant will be liable to instant suspension by the Superintendent for being intoxicated, for striking, illusing, or neglecting any of the Patients, or for any act of insubordination or other misconduct, and the Superintendent may remove such Attendant, Nurse, or Servant from the Hospital until the first meeting of the Committee of Management, whose decision shall be binding and conclusive, and salaries or wages will cease during the period of suspension; and any Attendant, Nurse, or Servant, striking, ill-using, or wilfully neglecting a Patient may be criminally prosecuted. Any Attendant, Nurse, or Servant, suspended or removed, may apply to the Committee of Management to be heard in person in his or her own defence.

18.—No Patient is to be allowed to be in the Associated Dormitories alone, and the Attendants shall see that the doors of the Associated Dormitories are fastened immediately after the morning's work is done.

19.—Every Attendant or Nurse, on leaving the premises, must deposit the Ward Key at the Office of the Chief Attendant or Nurse, as the case may be, which will be restored on his or her return; they must also have their names entered in a book (to be

kept at the Lodge for the purpose), with the hours of their departure and return. The loss of a Key will subject the Attendant to suspension.

20.—The Attendants and Nurses (and incidently all other persons employed about the Hospital) must not omit to use every means in their power to encourage the Patients to good conduct, and to promote their return to habits of neatness and order. Those Patients whose habits are dirty must be particularly attended to by the Day Attendants and Day Nurses through the day time, and especially just before they put them to bed.

21.—The Attendants and Nurses must perform all their duties quietly as well as regularly ; noise or violence in the opening or shutting of doors and windows must be avoided as much as possible, and no scolding, shouting, or loud talking, will be permitted.

22.—There must be the most scrupulous attention paid to cleanliness and neatness in everything. In every department of the Institution everything must be in order. No utensils must be left about ; a place is provided for keeping them, in which they must immediately be deposited, and locked up when out of use.

23.—The greatest pains must everywhere be taken to prevent or remove the occurrence of an offensive smell. Each Head Attendant and Nurse will see that some disinfectant is frequently used in the water-closets, bath-rooms, and drains.

24.—No Attendant or Nurse or other person employed in or about the Institution or any person visiting a Patient, will be allowed to convey a letter or message from, or forward or give the same to any Patient, without the sanction of the Superintendent.

25.—No Attendant or Nurse, or other person employed about the Institution, will be permitted to make a perquisite of any kind, to sell anything to, or buy anything from a Patient, to receive money from a Patient or his or her friends, from a visitor to the Asylum, or from any tradesman or other person dealing with the Institution, on pain of suspension.

26.—No Attendant or Nurse will be permitted to have any articles made or repaired upon the premises, without the sanction of the Superintendent.

27.—No Patient shall be allowed the use of a key, without the express permission of the Superintendent.

28.—No ward shall be left by any Attendant or Nurse without another Attendant or Nurse is ready to take charge of the Patients therein ; and no Attendant or Nurse shall be absent at any time, or for any purpose, from his or her Ward, without informing another Attendant or Nurse where he or she shall be found.

29.—No person shall be allowed to smoke tobacco upon the premises excepting in such places as shall have been previously fixed upon on account of their freedom from danger of fire. Smoking is strictly prohibited in all the workshops, stables, and farm buildings.

30.—Every Patient on admission, or at such other times as the Superintendent may deem to be more expedient, shall either be placed in a warm bath, or be washed with warm water and soap, and if necessary shall have the hair cut. The person of the Patient shall be examined at the same time, if a male by the Chief Attendant, in the presence of the House Surgeon, if a female by the Chief Nurse, and any bruises, sores, wounds, or eruptions that may be observed must be reported without delay to the Superintendent, and the same shall be entered by the Chief Attendant and Chief Nurse in their daily reports.

31.—All Male Patients must have their hair cut at least once every month, and (except those who are allowed to wear a beard) be shaved daily.

32.—The shirts and stockings of the Male Patients shall be changed at least twice a week, and the under linen of the Female Patients, shall be changed at least once a week, and no Patient shall be allowed to wear a flannel longer than a week.

33.—The shoes of the Patients must be cleaned every evening and those of the Men must be worn only when out of doors. When in their respective Wards the Men must wear slippers.

34.—No Patients, excepting such as may be engaged in the work, shall be present in any room when it is being washed, nor until it is dry.

35.—No Patient will be permitted to leave the Wards in the morning before breakfast to assist the House Servants, nor after any other meal, unless one or more of those Servants go to fetch those whom they require.

36.—Every Head Attendant and Head Nurse shall keep an inventory of all the clothing, bedding, furniture, utensils, and other articles belonging to their respective Wards, and shall be responsible for each article ; pictures, birds, flowers, and decorations of all kinds which are placed in the Wards for amusement and gratification of the Patients, are also considered under the especial care of the Head Attendants and Nurses.

37.—Every Head Attendant and Head Nurse shall keep a "Want Book," into which he or she shall immediately enter any articles, except Bedding and Clothing, belonging to his or her Ward which has been destroyed or otherwise required to keep up the inventory ; and these Books must be given in to the Chief Attendant and Chief Nurse at the end of each week, in order that they may obtain the things required from the Steward. Clothing and Bedding must be entered in separate Want Books, the last Saturday in each month.

38.—Every Head Nurse shall keep a Work Book, into which she shall enter daily the amount of needlework done in her Ward, distinguishing new work from repairs, and the number of Patients employed. These Books must be delivered to the Laundry Room Woman every Saturday morning.

39.—Every Patient shall be in bed before the Attendants and Nurses go off duty at 9 p.m., but no Patient shall be sent to bed before Eight o'clock. In special cases, these times will be varied and in summer-time extended at the discretion of the Superintendent. All articles of clothing belonging to each Patient shall be removed from the bed-room by an Attendant at the time such Patient goes to bed.

40.—No Patient is to be entrusted with any dangerous implement, or instrument, except necessarily, and in pursuit of his or her occupation, such as the workshops and workroom; and no Patient shall on any account be allowed to have a lucifer match in his or her possession, or to light the gas or fire.

41.—Attendants and Nurses in charge of Wards, shall every evening make a report, according to the form in use, of the events of the day, which must be sent in to the Chief Attendant and Chief Nurse before 8 o'clock p.m. When the Head Attendant or Head Nurse is absent, his or her duty will fall upon the substitute.

42.—The Attendants, Nurses, and other Servants shall be assembled for prayers every evening at such times as the Superintendent may appoint, by half-past ten every one must be in bed, and the House will be in the charge of the Night Attendant.

AIRING COURT RULES.

The Patients shall have access to the Airing Courts, whenever the weather is favourable, from half-past nine to twelve in the morning, and from half-past two to five in the afternoon. When the weather is too hot for exercise in the middle of the day, the Patients should be sent out in the evening. During these times a certain number of Attendants and Nurses will be on duty in the Airing Courts in charge of the Patients, and they will be responsible for the conditon of all those who are there.

They are to take care—

1st. That the Patients are properly clad, especially noticing the shoes, and that each has a covering for the head.

2ndly. That they do not sit, lie or stand in damp places.

3rdly. To encourage them to walk about when the weather is cold.

4thly. To see that they do not walk upon the grass, or cross the fences, or do anything of a dirty or destructive nature.

5thly.—To care for those who have fits, and to take in those who seem to be too ill to be out.

6thly.—To see that the closets are in a proper state of cleanliness. The Attendant or Nurse on duty will be held altogether responsible for this, as there will always be an opportunity of learning whether his or her predecessor has left them so, and if not, of immediately reporting it to the Chief Attendant or Chief Nurse, who will enter it in the daily report.

7thly.—To superintend the occupation of any Patient in the Airing Court..

If any Patient be in an Airing Court at any other time than the hours stated, the Attendant or Nurse in charge of the ward to which he or she belongs will be held responsible for his or her safety ; no other having authority to let the Patient out.

The Chief Attendant and Chief Nurse will every morning and every afternoon appoint certain Attendants and Nurses for Airing Court duty.

BATHS.

1.—Every Patient (unless prevented by illness) shall be soaped and bathed once every week in warm water, unless the Superintendent shall direct otherwise.

2.—The cold water must always be turned on first, and the heat of the water must be ascertained by a thermometer to be of a proper temperature, according to the instructions which will hang in each Bath Room, before any Patient is allowed to step into the Bath.

3.—The cleanest Patients must always be bathed first ; not more than one Patient must ever be bathed in the same water, and two Patients must never be allowed to be in the Bath together.

4.—When a Dirty Patient has been bathed, the water must be run off, and the Bath cleaned before being used again.

5.—Each time that the water is changed the Bath must be wiped out to remove any dirty soap, &c., which may have been left clinging to the sides.

6.—The bathing of the Patients must always be done by the Attendants and Nurses themselves, and they must not permit one Patient to bathe another. They must be particular that the bathing is performed with a due regard to decency, and no practical jokes must on any account be permitted.

7.—The Baths must never be used for any other purpose than for bathing.

8.—When a Patient, by neglecting the calls of nature, is dirty the Attendant or Nurse in charge, shall at any time use the Bath, with tepid water. With this single exception, however, no Bath, whether warm, cold shower, or douche, shall under any circumstances whatever, be used, except by the order of one of the Medical Officers, and in the presence of the Chief Attendant or Chief Nurse.

THE BAND, WEEKLY BALL, OUT-DOOR AMUSEMENTS.

1.—The Band, the weekly Ball, or Concert, and the other Amusements of the Patients, shall be under the direction of the Steward assisted by the Chief Attendant and Chief Nurse, subject to the approval of the Superintendent.

2.—The Band and Chapel Choir shall be composed of such Attendants and other persons connected with the Institution as have a knowledge of Music. Every Artizan, Attendant, and Servant is required, if able, to take a part in the Band; and every Attendant, Nurse, or other Servant to assist to the best of his or her ability in the Chapel Choir and Singing Class. When applying for a situation persons with a knowledge of Music do not fail to urge it as a qualification. The qualification will always be taken into consideration, and the Committee of Management consider themselves entitled to use the gift when and how it may best benefit the Patients,

3.—The Band shall be conducted by the person appointed by the Superintendent, who shall, besides conducting the Music at recreations, &c, practice the Band at such times as shall be fixed upon by the Superintendent.

LEAVE OF ABSENCE.

1.—No Attendant, Nurse, Artizan, or other Servant, employed about the Institution, will be permitted to absent him or herself,

from his or her employment, without the permission of the Superintendent.

2.—Every Attendant, Nurse, or other Servant, will be allowed leave of absence at certain times, which will be noted on the duty sheets, in the mess rooms, and no extra leave will be granted, unless under some special emergency.

3.—All applications for leave of absence must be made by Nurses through the Chief Nurse, by Female and Kitchen Servants through the Housekeeper; by Attendants through the Chief Attendant, and by the Artizans through the Steward.

4.—Every Attendant, Nurse, and other Servant, going out upon leave, shall do so and return by the front entrance only, depositing his or her Keys in the office of the Chief Attendant, or Chief Nurse, before going out.

5.—One week's leave of absence will be granted in each year, to every Attendant, Nurse, and other Servant.

SICK ALLOWANCES.

1.—When any Artizan Attendant is unwell and unable to follow his employment, he shall immediately report himself to the Superintendent or in his absence to the House Surgeon; and if they consider him unfit to continue his employment he may absent himself.

2.—Before leaving his employment on account of sickness, every Artizan Attendant must report himself as on Sick Leave, both to the Steward and Chief Attendant, and must return his Patients to the Wards.

3.—If the sickness of an Artizan Attendant does not extend over a longer period than three days his wages will be paid to him as usual on producing to the Steward the medical certificate; but if he is ill for a longer period, his case will be referred by the Superintendent to the Committee of Management, who will decide what is to be done in the matter.

4.—In the case of sickness of any Attendant, Nurse, or other Servant extending over a period of more than three days, it will be for the Committee to decide what amount of wages is to be paid to them, as in the case of Artizan Attendants.

To be read to and signed by each Attendant, Artizan, and Servant, in the presence of the Superintendent.

I hereby promise to obey the rules and regulations of the Hospital, to promote so far as I am able its objects, to be careful of its property, to avoid gossiping about its inmates or affairs, and to endeavour by my own conduct to sustain its respectability. I consider myself bound to perform any duty assigned to me by the Superintendent, although not of a nature which I usually perform, should circumstances require my so doing. If anything contrary to the rules of the Hospital be done in my presence, or come within my knowledge, I pledge myself to report it to the Superintendent. I understand my engagement to be monthly, and I agree to give a month's notice should I wish to leave my situation, or to forfeit a month's wages should I leave without giving notice. I acknowledge the right of the Superintendent to suspend and remove me from the Hospital, and of the Committee of Management to discharge me without warning, for acts of harshness or violence to Patients, disobedience of orders, intemperance, transgression of the rules, or other misconduct, my wages being paid only to the day of my being suspended.

As a warning, and for the information of All Attendants, the following extracts are reprinted from the Acts of Parliament.

Extract from the Act of Parliament 16 and 17 Victoria, Chapter 96, section 9, as to the Illtreatment of Lunatics :—

If any Superintendent, Officer, Nurse, Attendant, Servant, or other person employed in any Registered Hospital or Licensed House, or any person having the care or charge of any single Patient, in any way abuse, or illtreat, or wilfully neglect any Patient in such Hospital or House, or such single Patient, or if any person detaining, or taking or having the care or charge, or concerned or taking part in the custody, care or treatment of any Lunatic or person alleged to be a Lunatic, in any way abuse, illtreat, or wilfully neglect such Lunatic or alleged Lunatic, he shall be guilty of a misdemeanour, and shall be subject to indictment for every such offence, or to forfeit for every such offence, on a summary conviction thereof before two justices, any sum not exceeding twenty pounds.

Extract from the Act of Parliament 16 and 17 Victoria, Chapter 97, section 124, as to the Escape of Lunatics :—

If any Superintendent, Officer, or Servant in any Asylum, shall through wilful neglect or connivance permit any Patient in any case to quit or escape from such Asylum, or be at large without such orders as in this act mentioned (save in the case of temporary absence authorised under regulations of the Committee of Visitors) or shall secrete or abet or connive at the escape of any such person, he shall for every such offence forfeit and pay any sum not more than twenty pounds, nor less than two pounds.